

City of South Bend
Administration & Finance Policy Manual



5.2 Computer Software Policy

Effective: May 1, 2010

Purpose: This policy defines the computer software policy of the City of South Bend.

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective May 1, 2010.

1.0 Policy Statement

The City of South Bend will establish a computer software policy, applicable to all city departments and bureaus, for the purpose of maintaining a consistent and cost efficient environment for data processing, general office and desk support activities.

2.0 Software Control

The Information Technology Department is responsible to define the standard software configurations to be installed on all computers for use in City operations.

Specialized or non-standard software may be required in certain departments and/or by certain employees within departments. The information Technology Department will be involved in the specialized software review and selection process and must approve the selected software's fit into the city's technology environment.

3.0 Software Purchase

All software acquisitions including purchase, lease, or other acquisition type require the advance approval of the Information Technology Department.

4.0 Software Replacement and Upgrade

It is the responsibility of the Information Technology Department to establish a process, protocol and schedule for software replacement and technology upgrade in all city departments and bureaus.

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5.0 Acquisition Method

The Information Technology Department and Controller will determine the method of acquisition; purchase, lease, etc., to be used for software acquisition.